

TRAVEL REQUEST FORM

BASIC TRIP INFORMATION

Ž Traveler Name

Ž Start Date

Ž End Date

Ž Originating Location

] š Ç State

Country

Ž Destination

City

State

Country

If foreign travel, please complete preapproval form found in HSC 79.04 and <https://app4.ttuhsca.edu/ForeignTravelApproval/>

Ž Business Purpose/Travel Explanation (if a conference, please also include conference name, dates and attach the conference brochure.)

Ž FUNDING SOURCE(S)

Please list the funding source(s) that should be used to pay for this travel.

Be sure to include at least 1 local fund (i.e. Grant Salary Savings or etc.) for tips and expenses over the GSA per diem rates (<https://www.gsa.gov/travel/planning/per-diem-rates>) that supervisor agrees to reimburse

VACATION / ADVANCE REQUESTS

Will you be taking vacation during this trip? Yes No If yes, please list dates of vacation.

Vacation start Vacation end

Would you like to request and advance for airfare or other prepaid expenses? Yes No

If yes, please attach a copy of the credit card/debit card statement and the expense receipt.

ESTIMATED EXPENSES (please complete in dollars and cents) \$ _____

IMPORTANT INFO